

**The City of Santa Fe  
AND  
Planning and Land Use Department**

**REQUEST FOR PROPOSALS (RFP)**

**Land Development Code Diagnostic Review**



**RFP#**  
**22/22/P**

**Questions & Answers**

**Proposal Due Date: March 8, 2022**

Title of RFP  
RFP#  
Questions and Answers

	Questions	Answers	RFP Section	RFP PG #
1	Are any additional points awarded to firms with offices in New Mexico but outside of Santa Fe?	<p>The RFP text states the following: <i>Revenue Department-issued, Resident Business certification of eligibility to its bid or proposal, showing that the business is located within the <b>Santa Fe municipal limits.</b></i></p> <p>This section indicates that the additional points are only awarded to firms located within Santa Fe City Limits. There are no additional points for firms located in New Mexico but outside of Santa Fe.</p>	II.C.31.A.1 and II.C.31.A.2	16-17
2	Is the 3% for subconsultants only if all subconsultants are located within the City limits?	<p>The RFP text states the following: <i>The City shall award an additional 3% of the total weight of all the factors used in evaluating the proposal to a non-local resident business who has hired <b>all</b> local resident business subcontractors.</i></p> <p>This section indicates that the additional 3% for subconsultants is only available if <b>all</b> subconsultants are located within the City Limits.</p>	II.C.31.A.1	16-17

3	How many points are associated with the State Preference Certificate? Table 1 only appears to include City of Santa Preference(s).	3% of the total weight of all the factors used in evaluating are available if you submit a State Preference Certificate indicating your firm is <b>within the Santa Fe City Limits.</b>	II.C.31.A IV.C.5 V.A.Table 1	16 23 24
4	Are the total available points equal to 1000 or 1060?	Total points available from the evaluation equal 1000. An additional 30 or 60 points are available to firms located within Santa Fe City Limits and/or applicants with all subcontractors located within City Limits.	V.A.Table 1	24
5	<p>Can you please confirm and/or clarify how the detailed scope of work on page 20 relates to the Phases of the project indicated on page 1?</p> <p>Our understanding based on our read of the RFP is that:</p> <ul style="list-style-type: none"> <li>• <b>Phase 1A</b> includes all of Tasks 1 and 2 and parts of Task 3.</li> <li>• <b>Phase 1B</b> includes parts of Tasks 3 and all of Task 4 – but also appears to require some level of code drafting to address housekeeping and code hygiene issues identified in Task 2.</li> <li>• <b>Phase 2</b> includes Task 5 and will activate the comprehensive code drafting work to implement the strategies and</li> </ul>	<p>This interpretation of the relationship between the project phase and detailed scope of work is generally accurate, however there may be overlap between the phases as the overall project deliverables takes shape.</p> <p>Phase 3 in particular will depend heavily on the Growth Management Initiative schedule and scope, which is yet to be determined. Part of your proposal should include recommendation for integrating the two documents and processes in an efficient and effective manner.</p>	I.C IV.A	1 20

	<p>recommendations provided in Tasks 1 through 4.</p> <ul style="list-style-type: none"> <li>• <b>Phase 3</b> may involve additional LDC amendments and also policy amendments as it relates to future land use and growth – but is not specifically aligned with any Task identified in the detailed scope of work.</li> </ul>			
6	<p>What information specifically is the City requesting from which to make a determination of financial stability (page 19, Item 1. Proposal Content and Organization, G.6. Financial Stability)? We have been successfully and competitively operating for decades, but as a small business, our margins are typically more lean than larger, multi-discipline firms, and our concerns about privacy are critical.</p>	<p>The Financial Stability Submittal requirement does not apply to the RFP. Please see Amendment #1 that deletes this section of the Technical Proposal requirements.</p>	III.B.1.G.6	19